

Residential Care Services (RCS)
Operational Principles and Procedures for
Adult Family Homes (AFHs)
LICENSING INSPECTIONS

CHANGE OF OWNERSHIP (CHOW)

I. Purpose

To provide clear and consistent direction to RCS staff related to the change of ownership (CHOW) processes.

II. Authority

[RCW 70.128.060](#)

III. Operational Principles

A. CHOW requests generally include:

1. Changes to the administrative structure, such as changes in the affiliated persons.
2. Changes where the current licensee is relinquishing their license and another person or entity wants to be licensed for the home.

B. CHOW related inspections

1. No inspection will be done prior to licensure for any CHOW.
2. If the CHOW consists of changes to the administrative structure of the home, the previous inspection schedule should be maintained.
3. A full inspection must be completed within 30 days if the home is under a plan of correction for outstanding violations at the time of the CHOW.
4. If the home is not under a plan of correction for outstanding violations:
 - a. A full inspection must be completed within 30 days if the person or entity is not licensed for another home at the time of the CHOW.
 - b. A full inspection must be completed within six months if the person or entity is licensed for another home at the time of the CHOW.
5. The Field Manager may call for an inspection at any time if problems are identified in the home.
6. All inspections will be unannounced and done according to the inspection procedure.

IV. Procedures

A. Application process

1. **Business Analysis and Applications Unit (BAAU) will:**

- a. Receive and process the application (which includes the adult family home CHOW Attestation Form).
- b. Notify the field about the application and ask for relevant feedback on the applicant.

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- c. Route the completed application through the FMS system to the designated approver.
- d. Issue the approved license and notify the field through established processes after the approval of the license.

2. The Field Staff will:

- a. Report any concerns relevant to the applicant and/or application to the BAAU as requested, prior to licensure.
- b. Determine the need to schedule an inspection after licensure, in accordance with the principles.
- c. Follow the inspection processes for any inspection done.



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Date